

~~CONFIDENTIAL~~HDM-DRAFT

31 May 1950

25X1 MEMORANDUM FOR: Chief. [REDACTED]

FROM : Management Officer

SUBJECT : Draft for Administrative Instruction re Supply Procedure
for Installations Outside the Limits of the United States

1. There is reproduced below a proposed Administrative Instruction re Supply Procedure for Installations Outside the Limits of the United States.

2. Request that you forward your concurrence or comments on the attached sheet to this office by 14 June 1950.

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ADMINISTRATIVE INSTRUCTION

NO: [REDACTED]

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SUBJECT: Supply Procedure for Installations Outside the Limits
United States

Document No. 38

NO CHANGE in Class. ☐☐ DECLASSIFIED

Class. CHANGED

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DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 05 APR 1978 By: [REDACTED]

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25X1A7B 1. Authority: Authority to purchase supplies, equipment or services and dispose of surplus property, within provisions contained below, is delegated to [REDACTED] outside the continental limits of the United States.

2. Programming: Chiefs of Installations will, for each quarter of the fiscal year prepare, in quadruplicate, a table of requirements which will be submitted through appropriate administrative channels to Chief, Services Division, Administrative Staff, for approval on or before the first day of the preceding quarterly period as follows:

a. A list of supplies, equipment or services and, by item estimated costs thereof, which are obtainable through [REDACTED]

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25X1C4A [REDACTED] or other local sources of supply. An approved copy will be returned to the Chief of Installation for necessary procurement action.

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b. Items which are not obtainable locally will be listed on Form No. 36-7. "Request for Supplies Equipment or Services". Shipment of material under this category will, after approval, be effected from Washington.

3. Procurement:

b. Open Market: Procurement from local sources in the open market of supplies, equipment and/or services (except continuous or recurring services) which are not available from [redacted] is authorized, provided the cost of same is within the open market limitation of \$1000.00 and were listed on the approved table of requirements. An order showing data in detail as required by Agency Form No. 36-1 (but omitting reference to CIA or billing on the Washington level) will be issued to reflect these transactions. Payment of invoices for purchases made under this authority will be effected locally in accordance with procedures established by the Fiscal Division.

c. Petty Cash: Petty cash purchases are authorized provided the total cost of each transaction does not exceed \$20.00 and the total monthly expenditure does not exceed \$75.00. Petty cash expenditures will be made from personal funds, reimbursement thereof to be secured through the processing of Standard Form No. 1129.

d. Emergency Purchases: Procurement of supplies, equipment or services not included in the approved table of requirements may be effected in the event of emergency in accordance with procedure prescribed in 3a and b above, provided the cost thereof does not exceed \$100.00 per month and further, that reasonable explanation is noted on each purchase request.

4. Numbering Purchase Request; Appropriation Symbol and Title:

a. Purchase requests issued to [redacted] Installations, or other local sources of supply, will be numbered in sequence using a new series of numbers commencing at the beginning of each fiscal year; example:

50 - indicating fiscal year.

CY - indicating station location (use two or more letters in abbreviation).

On this basis the number of the first purchase request issued at the beginning of the fiscal year by [] would be 50-CY-1.

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5. Procedure for Disposal of Surplus and/or Excess Property:

a. Requests for disposal of excess and/or surplus property will, except for provisions contained in 5b below, be directed to the headquarters office Washington, for concurrence and forwarded to Chief Services Division, Attn: Supply Branch, for final approval.

b. Chiefs of field stations are granted authority to dispose of surplus and/or excess property provided the acquisition cost does not exceed \$100.00 for each quarterly period of the fiscal year.

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(2) Donation: If unable to effect sale of the property, donation may be made, on a non-reimbursable basis to a reputable charitable institution.

6. Property Accounting: One signed receiving or issue document covering each transaction will be directed to the Chief Services Division, Attn: Supply Branch, for property accounting purposes.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[]
Acting Executive

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DISTRIBUTION: A